



Admission Policy- Nursery

Admission into nursery is governed by the school and not the Local Authority. For children to start at St Paul's Nursery they must be either:

- Two years old and be eligible for the Governments 2yr old funding. This would be for the child to start in the term AFTER they turn 2.
- Be three years old as they are then eligible for their 15 hours Government funding. This would be for the child to start in the term AFTER they turn 3.
- Be three years old and eligible for the Governments 30hour free funding. This would be for the child to start in the term AFTER they turn 3.

We will take pupils into our Nursery at three points in the year- **September, January and April**. If the Nursery isn't full, then parents also have the opportunity to pay for additional hours; the current hourly rate for this is £3.85 and this will be invoiced by Lincolnshire County Council monthly in advance. We may also consider mid-term appointments if the nursery is not full and at the discretion of the nursery staff.

The sessions will be split into:

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|--------------------|---------------|
| Morning sessions | 08.30 – 11.30 |
| Afternoon sessions | 12.30 – 15.30 |
| All Day sessions | 08.30 – 15.30 |

All day sessions will include the lunch hour which will be in addition to the 15 & 30 hour funding. To cover lunch staff this will be charged at the current hourly rate (at present £3.85 but may be subject to change). Children will be required to bring a packed lunch or pay for a School Meal.

There will also be a minimum number of 9 hours which the child must undertake if they wish to join the nursery. This is to ensure continuity of provision and ensure that the child's needs are fully understood and met.

Oversubscription criteria for Nursery

If the Nursery is full, then initially any additional paid sessions for existing pupils will be reduced to ensure that all pupils eligible for the 15 hours funded provision can receive this. Then priority will be given to the 30 hours funded provision. Should the Nursery still remain full, these further considerations will be applied:

A child with an Educational Health Care Plan



A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. A looked after child or a child with a statement of educational needs.

The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

Brother or sister already attending the school. A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

The oldest child by date of birth on entry forms handed into school office.

Upon the initial offer of a place for a child, parents will be asked for their session preference.

There is no guarantee that a place will be offered in the preferred session slot.

In the event that one session (e.g. mornings) has more applicants than places, a ballot will take place. This gives each and every child an equal chance of being allocated a place for the session that they requested. All applicants' names will be placed in a box and will be drawn out and recorded one by one until all session places have been filled. Twins will be treated as one application for the purposes of the ballot to ensure they can attend the same session times. The ballot committee will consist of the Head teacher, School Business Manager and a member of the Governing Body.

Parents will also be required to

- Confirm the child's date of birth by bringing in the original copy of the child's Birth Certificate.
- Supply written confirmation of the 2 year old funding or supply their funding code for the 30 hour funding.
- Complete a basic information sheet, including such information as who has parental rights, home address, contact details etc.
- Inform us of any ongoing health issues and identified needs that we should be aware of.
- Inform us of any immunisations your child has/hasn't had prior to starting in Nursery.
- Complete a Personal Hygiene form for their child.

A home visit may be possible.

Admissions

We follow the Lincolnshire County Council admissions code.



The nursery footprint is 69.27(m²)

Current legislation determines that each 2 year old child requires 2.5(m²) of space and each 3/4 year old requires 2.3(m²) of space.

With this in mind the nursery will accommodate up to 4 children accessing 2 year old funding in the mornings and 4 children accessing 2 year old funding in the afternoons.

This determines that there is 59.27(m²) to accommodate 3/4 year olds made up of 15 & 30 hours government funding, which gives 25 places each morning and afternoon (50 in total).

There is **no automatic entry from Nursery to Reception** , you must go through the full admissions procedure in order to apply for a place in reception for your child if you should wish to do so. For more on this see the Lincolnshire County Council Admissions Page.